Office of Family Planning

Continuous Program Improvement

Tool Kit
2003-2004

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Research Department
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Preface: Tool Kit at a Glance

What is the CPI Tool Kit?
This Tool Kit includes program evaluation tools that are designed to help sites with the process of continuous program improvement (CPI). This process involves collecting information systematically with the primary purpose of identifying ways to improve program efforts.

What Tools are Included?
There are currently four types of tools in the Tool Kit. The tools are designed to help sites (1) assess the content of their prevention education curriculum, (2) monitor how the curriculum is implemented, (3) collect data on participants' reaction to and satisfaction with your curriculum or program services, and (4) examine how you train and support your educators or facilitators to deliver program services.

What Program Strategies Do the Tools Address?
The current tools focus on the prevention education curriculum strategy, but some of them can be used for other program strategies such as youth development, male involvement, brief presentations, and outreach services. The following table provides an overview of the tools and how they can be used.

Tool	Purpose	Best Suited For	Requirements If You Pick this Tool to Use
Curriculum Review Tools	To assist sites in reviewing selected aspects of prevention education curricula (content and teaching strategies)	• Agencies using a prevention education curriculum that is a minimum of 8 hours. • Agencies using youth development only curricula could use parts of this tool, but some items will not be relevant. • This tool is not suited for brief presentations.	• Used once during year; filled out by program staff. • Requires in-depth analysis of curriculum.
Implementation Tool	To assist sites in monitoring curriculum implementation	• Any agency	• Used with a sample of implementation cycles (sites pick which cycles and how often to use). • Filled out by educators or an observer.

Tool	Purpose	Best Suited For	Requirements If You Pick this Tool to Use
Participant Satisfaction Tool	To collect data on the level of participant satisfaction with program services	• Any agency	• Sites design own survey (of any length). • Used with a sample of program participants (sites pick who and where they want to survey). • Encouraged to collect between 50-100 surveys.
Health Educator Training and Support Tools	To collect data on the training and support activities provided to prepare educators to implement program activities	• Any agency	• Used once during year. • Filled out by program staff and educators.

Can We Modify the Tools?

Some of the tools are ready to use and you will not need to modify them. A few may need minor adjustments or you may want to customize them. For example, if you choose to use the implementation tool you may want to customize the tool for each session in your curriculum. This can be done electronically or by hand (by writing in the activities). If you choose to use the participant satisfaction tool you will need to create your own survey using the sample items and survey template provided in the Appendices for Section 3.

Do We Have to Use These Tools?

Yes. As part of your local evaluation requirements you are expected to select ONE of the tools to use during the 2003-04 year. You may select any of the four tools that best meet your needs and interests right now.

Will We Get Help Using the Tools?

Your Evaluation Liaison is available to assist you with using the CPI tools. You may contact your Liaison at any time (see Section 1 for contact information). Additionally, your Liaison will check in with you on a monthly basis to see if you need assistance with your CPI tools.

How Much Time Will Each Tool Take to Complete?

The amount of time per tool will vary by site, based on factors such as the length of a curriculum and the number of staff involved in the process. Based on the experience from the 11 pilot sites, each of the tools took an average of 4 to 6 hours to complete, with the exception of the participant satisfaction tool. The satisfaction tool took an average of 8 to 9 hours to complete. The satisfaction tool requires more time because sites are asked to create the tool, collect the data from at least 50 participants and to summarize the data.

How Do We Decide Which Tool We Should Use?

You can select any of the four tools you would like to use. You might want to think about what type of evaluation data you already collect and try to use a tool that will provide new or different information. For example, if your site already collects participant satisfaction data, you will probably learn more about ways to improve your program if you use a tool other than participant satisfaction.

Sections 2-5 of the Tool Kit include questions to help you think about how you might use the tools. You may want to look at these questions before making a final decision about which tool you want to use.

Is There a Specific Order for Using the Tools?

There is no set order for using the tools. You can start with the tool that best matches your interests right now. Two of the tools (Implementation and Participant Satisfaction) must be used during program implementation. The other two (Curriculum Review and Training and Support) can be used at any time.